Quick Regulation Reference Guide – Family Readiness

1. FRG Leader Appointment Memorandum and Volunteer Forms

a. AR 608-1, Chapter 5, Paragraph 9 b.(1)-(4) & (6), k., and m.

5–9. Standards for acceptance of voluntary service

b. Organization responsibilities. The organization where the volunteer serves is responsible for ensuring—
(1) All volunteer documentation is complete.
(2) Personnel records are maintained.
(3) Awards and recognition are planned and executed.
(4) Costs of reimbursable expenses and organization awards are budgeted.
(6) Web site is utilized to record volunteer positions, awards, training, hours, and so on.

k. Volunteer agreement. All volunteers and accepting officials for APF or NAF activities will sign DD Form 2793 (Volunteer Agreement for Appropriated Fund and Non appropriated Fund Instrumentalities). A copy of the signed volunteer agreement will be given to the volunteer prior to commencement of voluntary services. The DD Form 2793will be placed in the volunteer's personnel file.

m. Position description. A written position description will be completed for each volunteer and will include the position and title, first-line supervisor, second-line supervisor (if applicable), description of duties, time required, qualifications of the job, training required. . .

b. AR 608-1, Appendix J, Paragraph 1 f.

J–1. Concept and purpose
f. Commanders will seek FRG leaders who are particularly adept at energizing both officer and enlisted corps' Families.

c. AR 608-1, Appendix J, Paragraph 4 a.

J–4. Volunteers
a. Volunteers. The Soldier and Family Readiness System relies heavily on the support of a professional volunteer cadre. Unit commanders may staff their FRG with volunteers, as provided in chapter 5 of this regulation and in accordance with 10 USC 1588.

2. FRG Leader Trained

a. AR 608-1, Chapter 5, Paragraph 9 q. – r.

5–9. Standards for acceptance of voluntary service

q. Training. Volunteers will receive training needed to perform their duties. This training will include pre-job training to learn technical skills, on-the-job training, and continuing in-service training.

r. Orientation. Volunteers (includes those who transfer from other duty locations) will receive orientation to familiarize them with the organization, their assigned duties, procedures to document voluntary service hours, policies and procedures for obtaining reimbursement of incidental expenses, award policies, grievance procedures, line of supervision, the importance of confidentiality, and other relevant matters.

3. Family Readiness Liasion/Family Liaison Officer/Military Point of Contact Designated w/Additional Duty Orders

a. AR 600-20, Chapter 5, Paragraph 10 b. (7) (a)

b. Responsibilities.

(7) Unit commanders at all levels will provide an environment that encourages an effective Family program and at a minimum will—

(a) Appoint a TAFP point of contact as an additional duty.

b. Forces Command Regulation 500-3-3, Task 2-I-21 a.

2-I-21. TASK: Establish a Family Support Group (FSG).
STANDARD
a. Appoint an officer or senior NCO as the unit Family Assistance Coordinator.

---

4. Family Readiness Liaison/Family Liaison Officer/Military Point of Contact Trained

a. AR 600-20, Chapter 5, Paragraph 10 b. (b) 3.

b. Responsibilities.

(b) The NGB, through the NGB Family Program Manager will—
3. Develop training for individuals responsible for Family program execution.

---

5. FRG Phone Tree in Place

a. AR 608-1, Appendix J, Paragraph 2 (d)

J–2. Family Readiness Groups roles and functions

d. Certain FRG mission activities are essential and common to all FRG. They include FRG member meetings, FRG staff and committee meetings, publication and distribution of FRG newsletters, maintenance of updated Family rosters and Family readiness information, establishment of FRG member telephone trees and e-mail distribution lists, and scheduling educational briefings for FRG members. FRG activity level can vary depending on unit mission and on whether the unit is in pre- or post deployment, deployed, or in a training/sustainment period at the home station.

b. Forces Command Regulation 500-3-3, Task 2-I-21 b.

2-I-21. TASK: Establish a Family Support Group (FSG).
STANDARD
b. Support preparation of a telephone tree for FSG members.

---

6. FRG Newsletters/Social Media

a. AR 608-1, Appendix J, Paragraph 2 (d).

J–2. Family Readiness Groups roles and functions

d. Certain FRG mission activities are essential and common to all FRG. They include FRG member meetings, FRG staff and committee meetings, <u>publication and distribution of FRG newsletters</u>, maintenance of updated Family rosters and Family readiness information, establishment of FRG member telephone trees and e-mail distribution lists, and scheduling educational briefings for FRG members. FRG activity level can vary depending on unit mission and on whether the unit is in pre- or post deployment, deployed, or in a training/sustainment period at the home station.

---

7. Annual Information Brief

a. NGR 600-12, Chapter 3, Paragraph 3 a.

3-3. Frequency of activities

a. Commanders will support a minimum of one information briefing involving unit members and their families per year.

b. Forces Command Regulation 500-3-3, Task 2-I-21 e.

2-I-21. TASK: Establish a Family Support Group (FSG).
STANDARD
e. Conduct annual briefings to family members IAW Annex C.

---

8. Commander/Rear Detachment Commander Trained.

a. AR 600-20, Chapter 5, Paragraph 10 b. (b) 3.

b. Responsibilities.

(b) The NGB, through the NGB Family Program Manager will—
   3. Develop training for individuals responsible for Family program execution.

b. AR 608-1, Chapter 4, Paragraph 6

4–6. Unit rear detachments
These <u>detachments will receive training</u> on Family assistance and community resources available to support deployment or mobilization and SSO. Also, assistance will be provided to rear detachment commanders in coordinating services for Families in their units. Appendix J provides unit commanders and rear detachment commanders regulatory guidance and policy on managing FRG.